

**TOWN OF NORTHFIELD
BOARD OF SELECTMEN
Minutes of June 9, 2014**

- I. ROLL CALL.** Chair John Quinn III, Selectmen Brad Denny, Lynn Doney (absent), Matthew Gadbois (absent), and Kenneth W. Goslant. Also present were Town Manager Robert Lewis, Acting Clerk Kenneth McCann, James Dziobek (Police Chief), and Kathleen Lott (*Northfield News*).

Chair Quinn called the meeting to order at 7:03 p.m.

- II. PLEDGE OF ALLEGIANCE.** The Board members and the public were asked to rise and recite the Pledge of Allegiance.

- III. SET/ADJUST AGENDA.** There were no changes to the posted agenda.

- IV. PUBLIC PARTICIPATION:** None.

- V. DEPARTMENT HEAD REPORTS**

- a. Police Chief James Dziobek.** Chief Dziobek began his report by reminding everyone that the Northfield Police Department (NPD) will be hosting National Night Out on the evening of Tuesday, August 5, 2014. To that end, he would like permission to hold the event on the Village Common from 5:30 p.m. to 9:30 p.m. and to close Depot Square from through traffic for that time. As the Northfield Farmers Market will be open until 6:00 p.m. that night, Chief Dziobek will work with the vendors (as well as the Depot Square merchants and their customers). He added that this event is intended to encourage the community to come out and meet the NPD officers, receive public safety information, etc. Currently, Northfield and Burlington are the only Vermont communities planning to observe this annual event. Chief Dziobek also thought that this would be a good time to take a "Town Photograph" of all the attendees around 8:00 p.m. This photograph also would highlight the recently completed Depot Square renovations. Selectman Denny still has the "One Northfield" banner from when municipal merger was under consideration and he suggested that it might make a good backdrop for the group photograph. Chief Dziobek thought that was a good idea. Chair Quinn has no objections to closing off the Village Common for the event provided that the Farmers Market vendors and the Depot Square merchants do not object. Selectman Goslant agreed with this.

Chief Dziobek then discussed some recent problems with the NPD cruiser fleet. He believes that the problems might be computer security malfunctions. Selectman Goslant asked if a cruiser had to be sent to Burlington to be repaired. Chief Dziobek confirmed that this happened because the few local repair shops that could fix this problem were too busy to provide the quick turnaround that was needed. Chair Quinn believes that the Town Mechanic should be the one to make the determination whether or not vehicle repairs can be done in-house or if outside service is needed. Manager Lewis noted that Road Foreman Ramon Hudson also was part of the decision-making process.

Chief Dziobek reported that NPD is hiring three (3) part-time officers who already have full-time officer certification. He added that the Vermont Legislature passed a law (H. 765) this past session that changes how Vermont police officers are trained and certified. There used to be just part- and full-time certification but in the future this will be broken down into three (3) levels. Level I will involve relatively little training and is designed for court bailiffs and others with limited law enforcement responsibilities. Chief Dziobek then explained that Level II will be very similar to the current part-time certification except that Level II-certified officers would not be permitted to make felony arrests. This might cause some delays when only Level II officers are on local patrol. The Level III certification will be the same as the current full-time certification.

Manager Lewis has heard rumors that experienced part-time police officers might be “grandfathered” and allowed to transition to Level III certification without any additional training at the Vermont Police Academy. Chief Dziobek has heard this as well but it is only talk at this time. He added that this possibility is not supported by most Vermont law enforcement organizations. It also has been suggested that experienced Level II officers might be able to perform some (but not all) Level III responsibilities without having the official status.

Chief Dziobek stated that the NPD now has a “24/7” coverage schedule with at least one officer on duty at all times. The new work schedule has eliminated “on call” time and almost all overtime expenses. He added that the NPD is preparing for former Secretary of State Condoleezza Rice’s visit (06/19/14) to Norwich University (NU) by performing some local threat assessments. NU will be paying the NPD to provide additional security during the event.

Chair Quinn noted that NPD recently received a \$21,000 grant to pay for new two-way radios; does that mean that the funds line-itemed in the NPD budget for radios won’t be used? Chief Dziobek stated that there are new federal requirements that law enforcement agencies transition to all digital units. This will require the purchase of additional radio units as well as the installation of a new radio tower by 2017. Manager Lewis noted that this will greatly increase the range of NPD radio units.

Chair Quinn asked if the bike patrol was in operation yet. Chief Dziobek said that a few bike patrols have taken place and this will increase as the weather improves. He added that a third officer will be joining the bike team once he has completed the required four (4) day training.

Chair Quinn thanked Chief Dziobek for his informative report. Selectman Denny added that the discussion on the new levels of police certification was certainly enlightening on the amount of training that the typical NPD officer receives.

VI. APPROVAL OF MINUTES

- a. **May 27, 2014 (Joint Board Meeting).** Motion by Selectman Goslant, seconded by Selectman Denny, to approve the minutes. **Motion 3-0-0.**

VII. APPROVAL OF BILLS

- a. **Warrant #24-14.** Motion by Selectman Denny, seconded by Selectman Goslant, to approve Warrant #24-14 in the amount of \$1,240,500.94. Manager Lewis noted that of this amount, \$931,000 was property taxes collected by the Town that are being forwarded to the Northfield School District. Chair Quinn added that the warrant amount also includes some FEMA buyout expenses, the purchase of a new Ambulance unit, etc. Selectman Goslant asked about a \$55,314 payment for Fairground Road Bridge replacement engineering services. Manager Lewis said that this was the final payment for these services and he confirmed that this expense will be fully reimbursed by FEMA. **Motion passed 3-0-0.**
- b. **Warrant #24-14A.** Motion by Selectman Goslant, seconded by Selectman Denny, to approve Warrant #24-14A in the amount of \$52,417.03. This payment is related to the bank notes for the vehicle lift and RSMS (see below). **Motion passed 3-0-0.**
- c. **Approval of Bi-Weekly Payroll through May 25, 2014.** Motion by Selectman Denny, seconded by Selectman Goslant, to approve the bi-weekly payroll in the amount of \$52,417.03. **Motion passed 3-0-0.**

VIII. SELECT BOARD

- a. **Bond Anticipation Note (FY 2011/2012 RSMS Program).** Motion by Selectman Denny, seconded by Selectman Goslant, to approve and sign the Bond Anticipation Note in the amount of \$80,000 at 1.45% interest; to approve and sign the Bond Anticipation Borrowing Resolution; and to approve and sign the Bond Anticipation Borrowing Tax Certificate. Selectman Goslant stated that Northfield voters authorized this spending for the RSMS (Road Surface Management System) Program at the March 2011 Town Meeting. **Motion passed 3-0-0.**
- b. **Highway Equipment Note (Vehicle Lift).** Motion by Selectman Denny, seconded by Selectman Goslant, to approve and sign the Highway Equipment Note in the amount of \$28,027 at 1.45% interest; to approve and sign the Highway Equipment Borrowing Resolution; and to approve and sign the Highway Equipment Borrowing Tax Certificate. Selectman Denny stated that this note was taken in order to purchase a new vehicle lift at the Town Garage. **Motion passed 3-0-0.**
- c. **Current Expense Note (Central Street Culvert).** Motion by Selectman Denny, seconded by Selectman Goslant, to approve and sign the Current Expense Note in the amount of \$17,240 at 1.45% interest; to approve and sign the Current Expense Borrowing Resolution; and to approve and sign the Current Expense Borrowing Tax Certificate. Selectman Denny said that this note will pay off the financing of a large culvert installed under Central Street. Manager Lewis added that although the Town of Northfield is administrating this note for legal reasons, the actual payments are made by the Village. **Motion passed 3-0-0.**
- d. **Approval of 2014 Memorial Park Pool Schedule & Fees.** Manager Lewis noted that the pool is scheduled to open on Saturday, June 21, 2014, and close on Saturday, August 23, 2014. The only change in the fees from last year was that the cost of swimming lessons was raised by \$5.00 per session. Motion by Selectman Goslant, seconded by Selectman Denny, to approve the proposed 2014 Memorial Park Pool Schedule & Fees. Selectman Goslant believes that the full Select Board should carefully examine the current fee structure before the pool opens next year. **Motion passed 3-0-0.**
- e. **DRAFT Solid Waste Ordinances.** Manager Lewis has broached this topic before and now has forwarded to the Town Selectmen and Village Trustees two (2) ordinance wording options. He would like the Board members to review both drafts at this time but be prepared to discuss them at the next Joint Board Meeting (06/23/14). He added that Option #2 is the Randolph Solid Waste and Junkyard Ordinance slightly adapted for Northfield.
- f. **Northfield Safety Day.** Chair Quinn noted that the 21st Annual Northfield Safety Day will be held on Saturday, June 21, 2014, from 9:00 a.m. to 2:00 p.m. at the Northfield Fire Station (128 Wall Street). As usual, there will be free refreshments, exhibits, demonstrations, etc. New this year will be a blood drive conducted by the American Red Cross. Free smoke detectors and children's bike helmets will be distributed while supplies last.
- g. **Public Hearing & Joint Board Meeting: Monday, June 23, 2014.** Prior to the start of the Joint Board Meeting at 7:00 p.m., a brief Public Hearing will be held regarding the Town's intention to apply for a Vermont Community Development Program grant that would be used to cover any local match portion of the total expense associated with the Fairground Road Bridge Replacement Project.

h. Status Reports: Various Projects

- 1. Town Manager Search Process.** Chair Quinn stated that the search process is still in progress. There will be a Special Joint Board Meeting held this coming Wednesday night (06/11/13) so that the subcommittee can provide an update to the full Boards.
- 2. Recreation Committee.** Selectman Goslant reported that the committee is working on establishing a trail system that would link the NU system on Paine Mountain to Northfield Falls. One committee member has grant-writing experience that should be very helpful. In addition, the committee is seeking donations for the purchase of new picnic tables for Memorial Park and the area by the swimming pool. Also under consideration are plans to obtain grant money to finance dedicated bike paths, additional landscaping at Memorial Park that would reduce the slopes and create more usable space, etc. Chair Quinn asked when Recreation Committee members would be able to address the Select Board about their plans. Selectman Goslant thought that they were waiting until their long-term plans were fully developed. Selectman Goslant also felt that there should be better coordination with Northfield School District regarding playing field maintenance and the use of sporting equipment. Manager Lewis noted that there are funds in the Grounds/Parks/Facilities account that could be used to cover these expenses.

IX. MANAGER'S REPORT. Manager Lewis had a few additions/updates to his written report.

- a. Falls General Store.** Manager Lewis stated that the store is scheduled to open on Wednesday, July 2, 2014. The store will not be fully stocked at first but the owners want a trial period to gauge public interest. A great job has been done on redesigning the building's interior and exterior. Once it is in full operation, high quality goods will be available. Selectman Goslant hopes that the many out-of-town visitors who come to Northfield Falls to see the covered bridges will stop and shop there.
- b. Memorial Park Pool.** Manager Lewis stated that Highway Operator Tim Emmons surveyed nearby communities that operate municipal pools and learned that most keep their pool pumps operating twenty-four (24) hours a day. This will be done in Northfield on a trial basis this summer. This should result in decreased use of pool chemicals and lower maintenance and labor costs. Increased electricity costs should be offset by these other cost reductions. Chair Quinn asked how long the pumps ran last summer. Manager Lewis said about twelve (12) hours a day.
- c. Municipal Facilities Cleaning.** Manager Lewis stated that since the former janitor (Mike Vilbrin) left to take another job at the end of last month, he and Village Manager Stephen Fitzhugh agreed to sign an interim agreement with A+ Touch Custodial to clean the Municipal Building, Brown Public Library, and Police Station. The agreement is for three (3) months and during that time an RFP will be developed in order to put the cleaning contract out to bid. The janitorial cost is about the same as before.

X. PUBLIC PARTICIPATION: Non-agenda items. There was none.

XI. ADJOURNMENT. Motion by Selectman Goslant, seconded by Selectman Denny, to adjourn. **Motion passed 3-0-0.**

The Board adjourned at 8:10 p.m.

Respectfully submitted,

Kenneth L. McCann

Kenneth L. McCann, Acting Clerk

These minutes are subject to approval at the next regular meeting.

An audio recording of this meeting is available in the Town Manager's Office.